HANDSET USER GUIDE
MODEL: DKP30 or DKP50
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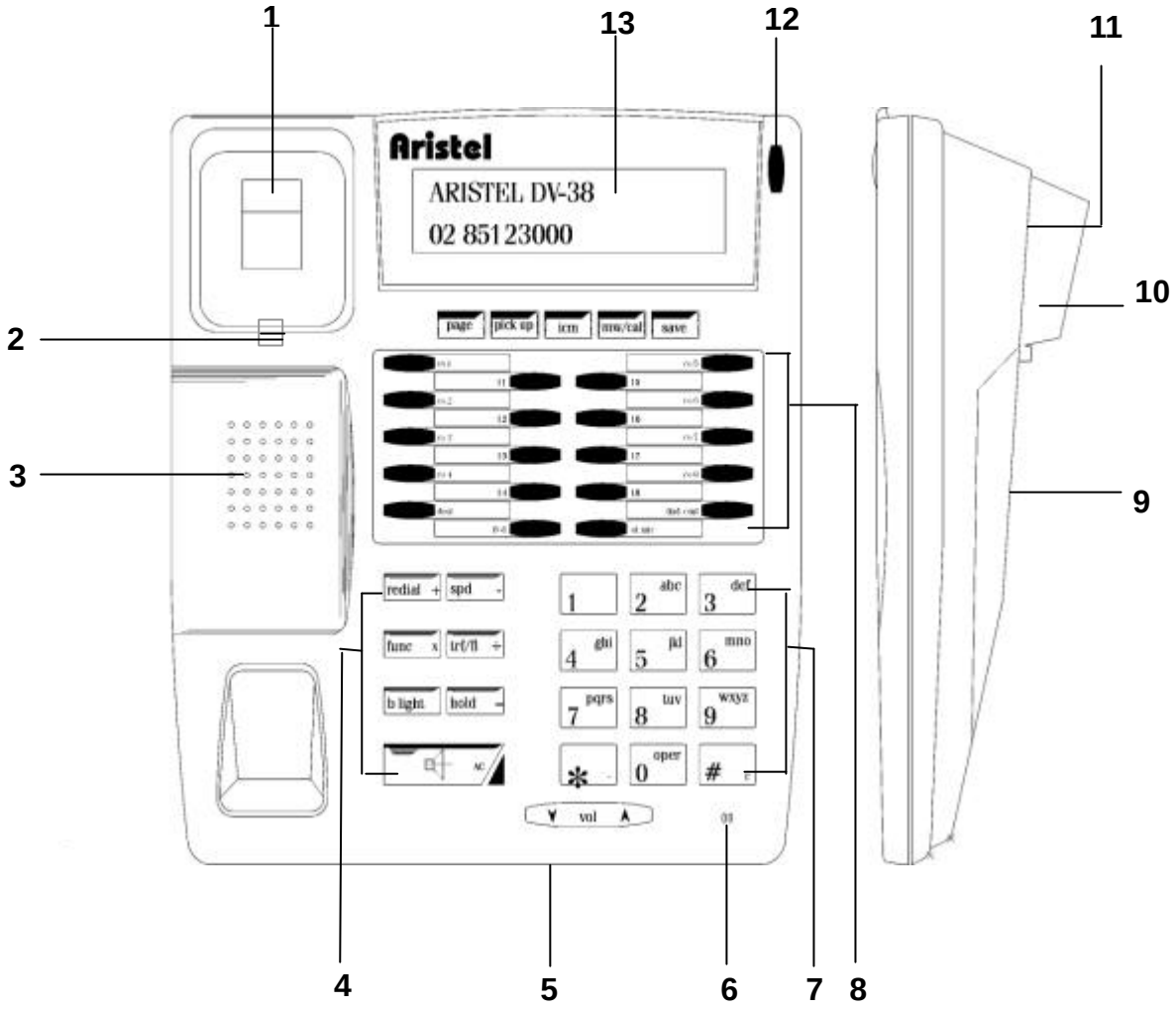
KEY TELEPHONE LAYOUT

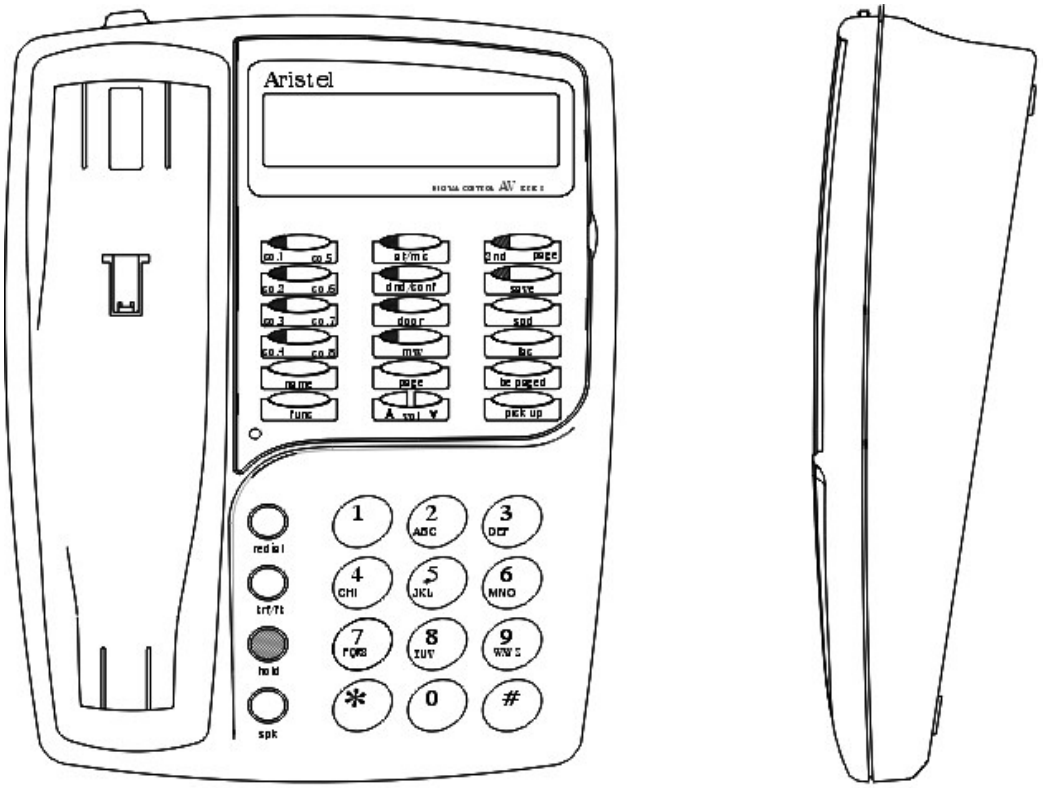
For Model DKP50 Series



Features:

1. Hook
2. Handpiece Wall Mount Clip
3. Speaker
4. Function Keys
5. Quick Reference Card
6. Handsfree Microphone
7. Dial Keypads
8. DSS Keys
9. Handset Cord Jack
10. Table/Wall Mount Bracket
11. Line Cord Jack
12. MW lamp
13. LCD Display

For Model DKP30 Series



Features:

1. Hook Switch
2. Handpiece Wall Mount Clip
3. Speaker
4. Handset Cradle
5. Dial Keypad
6. Microphone
7. Function Keys
8. DSS Keys
9. LCD Display
10. Line Cord Jack

Answering Calls

• Lift handset or press **[SPK]** button on handsfree models.

Answering Intercom Calls • Lift handset or press **[SPK]** of **[MIC]** button on handsfree models.

Automatic CO Access

Off Hook
· Lift handset and press [**9**] or [**0**] (depending on programming).
· Dial required telephone number.

On Hook
· Press **[9]** or **[0];** or press **[SPK]+[9]** or **[0].**
· Dial required telephone number.

CO Access through DSS
· Handset on/off hook.
· Press any defined CO DSS button.
· Dial required telephone number.

Baby Monitoring

(On a handsfree Models)

· Lift handset or press **[SPK]** (on a handsfree).. (Room to be Listened)
· Dial **[#]+[51].** (Room to Listen From)
· Ring that extension number.

To Cancel
· Press **[SPK]** on listened phone.

Note: 1. Once the function is enabled, the monitoring station' s microphone will be turned on. When it is called, it will not ring but the calling station will hear any activity in the immediate area.
2. The monitoring station' s microphone is activated when the function is initiated.

Background Music

To Start
· Press **[#]**.

To Cancel
· Press **[#]** or **[SPK].**

Calculator Function

(DKP-50 Display Models Only)

· Press **[CAL]** button to start/cancel calculator function.

Functions: **[＋]** (Plus) located on **[REDIAL]** button
[－] (Minus) located on **[SPD]** button

[X] (Multiply) located on **[FUNC]** button
[÷] (Divide) located on **[Trf/Fl]** button
[=] (Equal) located on **[HOLD]** button
[.] (Decimal) located on **[*]** button
[C] (Clear Digit) located on **[#]** button

Caller ID Search

- Off hook.
- Press **FN92** function key (refer to Programming Manual Zone 500).
- Press **[3]** to search the caller number backwardly or Press **[6]** to search the caller number forwardly.

Call Forward

General

- From own station: (Handset on Hook) Press **[CFW]** button or **[FUNC]+[2]+[*CF Code]+[Destination Station Number]**.

Call Forward Codes:

[1] Call Forward All
[2] Call Forward Busy
[3] Call Forward No Answer
[4] Call Forward Busy No Answer
[5] Call Follow Me
[6] Call Forward External

To Cancel

- From own station: Press **[CFW]** or **[FUNC]+[2]+[1]+[Own Station Number]**.

Call Follow Me

- From other station: Press **[CFW]** button or **[FUNC]+[2]+[5]+[Own Station Number]**.

To Cancel

- From other station: Press **[CFW]** or **[FUNC]+[2]+[1]+[Own Station Number]**.

Call Transfer

Unannounced Transfer

- Lift handset.
- Press **[HOLD]**.
- Dial transferred station number.
- Press **[TRF/FL]**.
- Replace handset.

Announced Transfer

- Lift handset.
- Press **[HOLD]**.

· Dial transferred station number.
· Wait for answer, then press **[TRF/FL]**.
· Replace handset.

Changing Signal

Voice to Ring or Ring to Voice

· During Intercom call, press **[*]** to change signal.

Conference Calls

(Maximum of Three (3) Parties)

Supervised

· Lift handset.
· Dial Party A.
· Place Party A on hold.
· Dial Party B.
· Press **[CONF/DND]**.

Unsupervised

· Lift handset.
· Dial CO Party A.
· Place Party A on hold.
· Dial CO Party B.
· Press **[CONF/DND]** button twice.
· Replace handset.

Get back to the conference
Press CO DSS button
Press **[CONF/DND]**.

Note: A supervised conference becomes unsupervised when the supervisor leaves the conference. The conference supervisor can re-access an unsupervised conference by pressing **[CO DSS] + [CONF/DND]**. During unsupervised conferences, outside parties have a 3-minute limit for conversation. Pressing **[#]** when the 3-limit warning tone sounds will increase the limit by a further 3 minutes.

Day Switch/Night Switch

(Must be in Manual Mode)

Night Switching

· Press **[FUNC]+[TRF/FL]+[TRF/FL]+[SPK].**

Day Switching

· Press **[FUNC]+[TRF/FL]+[TRF/FL]+[SPK].**

Auto/Manual Switching (Console Only)

· Press **[FUNC]+[TRF/FL]+[*]** to toggle from Auto to Manual mode.

Date/Time Setting

(Console Only)

- Press **[FUNC]+[9]+[#].**
- Enter 00 for item.
- Set Date/Time:
  [MM]+[DD]+[YY]+[DW]+[hh]+[mm] or
  [DD]+[MM]+[YY]+[DW]+[hh]+[mm]
  (depending on EPROM Version).
- Press **[SAVE]+[SPK]**.

[MM]	**Month** =	01 ~ 12
[DD]	**Day** =	01 ~ 31
[YY]	**Year** =	00 ~ 99
[DW]	**Day of Week** =	01 ~ 07 (Monday = 01)
[hh]	**Hour** =	00 ~ 23
[mm]	**Minute** =	00 ~ 59

Do Not Disturb

- Press **[CONF/DND]** to enable or disable.

Note: **[CONF/DND]** LED will flash when Do Not Disturb is enabled.

Door Phone

Call Door Phone

- Press **[SPK]+[#]+[6]+[1]** (for Door 1),
  or **[SPK]+[#]+[6]+[2]** (for Door 2)
  or
- Press **[DOOR]** button on DSS panel to talk to Door 1.

Door Lock Release

- While on door phone call, press **[0]** to release door lock.

Fire Alarm

Turning Off

- Press **[SPK]** while alarm is ringing.
- Press **[#]+[5]+[2]**.

Forced Account Code(s)

- Press **[Forced Account Code]** key or **[FUNC]+[1]**, then on entry of account number, system will automatically access a free CO line.

Hold Call

Normal Call Hold

- Lift handset and answer call.
- Press **[HOLD]**.
- Replace handset.

Exclusive Call Hold

- Lift handset and answer call.
- Press **[HOLD]** twice.
- Replace handset.

Individual Alarm/Morning Call

Individual Station Alarm

- Press **[FUNC]+[REDIAL]+[Alarmed Station Number]**.
- Set Time and Duration: ***[hh]+[mm]+[Duration]**.
- Press **[SAVE]**.

[hh] Hour = 00 ~ 23
[mm] Minute = 00 ~ 59
[Duration] = 01 ~ 99 (99 = Morning Call)

Note: If the Duration is not 99, then the Morning Call function will become Alarm function.

Own Station Alarm (Must be a Display Handset)

- Handset on Hook.
- Press **[FUNC]+[9]**. If it is the Console, press **[FUNC]+[9]+[9]**.
- Set Time and Duration: ***[hh]+[mm]+[Duration]**.
- Press **[SAVE]+[SPK]**.

Note: If the Duration is not 99, then the Morning Call function will become Alarm function.

Intercom Call

Normal Call

- Lift handset or press **[SPK].**
- Dial Station Number or press **DSS** button.

Intercom Hot Line Call

- Refer to Programming Manual **Zone 508**.
- Lift handset or press **[SPK]**.

Call Operator

- Lift handset or press **[SPK].**
- Press **[0]** or **[9]** (depending on programming).

Hot Line Call Operator

- Refer to Programming Manual **Zone 505 P=4**.
- Lift handset or press **[SPK]**.

Lock/Unlock Your Telephone

Lock/Unlock

- Press **[FUNC]+[3]**.
- Key in security number (maximum of 3 digits: refer to System Administrator' s Manual for details).

· Press **[SAVE]**.

Temporary Unlock

· Press **[FUNC]+[4].**
· Key in security number (maximum of 3 digits: this will provide CO access for one (1) call).

Macro Key Assignment

· Handset on hook.
· Press **[FUNC]+[7]**.
· Press one DSS key from DSS16 ~ DSS25. This key must be a key that has not already been programmed as a Function Key in Programming **Zone 500**.
· Press keys in sequence.
· Press **[SAVE]**.

To Cancel Macro Key

· Handset on hook.
· Press **[FUNC]+[7]**.
· Press one DSS key from DSS16 ~ DSS25 that has already been programmed as a Macro Key.
· Press **[REDIAL].**

Message Lamp On

· Call an internal station which is engaged or does not answer.
· Press DSS key assigned for **[MW]** button programmed in **Zone 500**.

Answering Message lamp On

· If the called station is busy, the Message Waiting Indicator will flash. After this station is free it will recall to the station which leaves the message. Once the leaving message station answers the recall, these 2 stations can talk to each other.
· If the called station does not answer, the Message Waiting indicator will flash. Once the called station presses the [MW] key and recall to the station which leaves the message, these 2 stations can talk to each other.

Message Text

Enable

· Press **[FUNC]+[HOLD].**
· Select **Message Code** ***[0 ~ 6]**.
· Press **[SAVE]** (messages will be displayed on caller' s display phone).

Message Codes
(depending on EPROM Version):

	TYPE A:		TYPE B:
0	In A Meeting	**0**	Reserved
1	Do Not Disturb	**1**	Do Not Disturb
2	At Lunch	**2**	Back At
3	Will Be Back	**3**	Not in Office
4	Call	**4**	Return On
5	Vacation	**5**	Ring My Mobile
6	Business Trip	**6**	Call

Disable

· Press **[FUNC]+[HOLD]+[SPK]**.

Monitor

Refer to Programming Manual Zone 504-ST-02.

· Lift handset and dial number.
· If the station or CO line is busy, press **[#]**.
· During monitoring, the monitoring party can hear the existing conversation from the two monitored parties, but the monitored parties cannot hear the monitoring party.

Mute

· Lift handset.
· Press **[SPK]** to enable/disable Mute function.

Note: **Enable** Disconnects microphone
Disable Restores microphone if using Handsfree, use **[AT/MIC]** button to mute line.

Outgoing Call

Individual CO Access

· Lift handset or press **[SPK]+[CO]**
· Dial required telephone number
or
· Lift handset or press **[SPK]**.
· Press **[#]+[*LR Code]**.

*** Line Representative Codes:**
DV-38 .....401 ~ 412
DV-96 .....401 ~ 416

· Dial required telephone number.

Hot Line Call

· Refer to Programming Manual **Zone 508**.
• Press **[#]+[5]+[0]** to start/cancel this function.

Override

Refer to Programming Manual Zone 504-ST-01.

- Lift handset and dial number.
- If the station or CO line is busy, press **[0]**.
- An override tone will be heard on the overridden station. During overriding, three parties can have a conference.

Paging

General Paging

- Lift handset.
- Press **[#]**.
- Dial **Paging Code***.

Paging Codes:

0 = All Internal and External Zone Paging
1 = All Internal Zone Paging
2 = 2 + Internal Zone Number **[1 ~ 8]**
3 = 3 + External Zone Number **[1 ~ 8]**
9 = All External Zone Paging

Quick Paging

- Lift handset.
- Press **[PAGE]** (pages through all).

Page Answering

- Lift handset.
- Press **[#]+[*]** or **[BE PAGED]**.

Pick Up

General Pick Up

- Lift handset.
- Press **[*]**.
- Insert **Pick Up Code***.

Pick Up Codes:

0 = All Zone Pick Up
1 = Own Zone Pick Up
2 = 2 + Station Zone Number **[1 ~ 8]**
3 = 3 + Ringing Zone Number **[1 ~ 8]**
4 = 4 + CO Number

Quick Pick Up

All Zones

- Lift handset.
- Dial ringing station number.
- Press **[PICK UP]** or press **[*] + [0]**.

Own Zone

- Lift handset.
- Press **[PICK UP]** or press **[*] + [1]**.

Defined Zone

- Lift handset.
- Press **[PICK UP]** or press **[*] + [2]**.

Defined Station
- Lift handset.
- Press **[PICK UP]** or press **[*] + [3]**.

Defined CO lines
- Lift handset.
- Press **[PICK UP]** or press **[*] + [4].**

Pick up CO lines
- Lift handset.
- Refer to Programming Manual Zone 506-ST-06

Redial

Last Number Redial
- Press **[REDIAL].**

Caller Number Redial
- Search the correct caller ID number on display.
- Press **[REDIAL].**

Auto Redial To Store Numbers
- Refer to Programming Manual for programming of DSS button to Store Numbers function.
- If the called party does not answer, press DSS button programmed as **SAVE** (Auto Save) will show on display handsets).
- A maximum of five (5) telephone numbers can be stored.

Auto Retry of Busy Number
- (Handset off Hook) Press DSS button **+ [SAVE].**
- (Handset on Hook) Press **[SAVE]** and system will automatically retry the same number.

Auto Redial Stored Numbers
- Refer to Programming Manual for programming of DSS button for Auto Redial Stored Numbers function.
- Press the DSS button programmed for Auto Redial of Stored Numbers.
- The numbers will be redialed in order until a connection is made or the pre-programmed number of attempts has been reached.

Release Calls

With handset
- Replace handset.

Handsfree
- Press **[SPK]**.

Flash Function
- During external call dialing, press **[TRF/FL]** to terminate call and retain the same CO line. DSS CO LED will remain on.

Retrieve Normal Call From Hold

Internal Call

· Lift handset or press **[SPK]**.
· Press **[ST]** or **[Held Station's Number]**.

External Call

· Lift handset or press **[SPK]**.
· Press **[CO]** or **[#]+[*CO Line Representative Code]**.

*** Line Representative Codes:**

DV-38	401 ~ 412
DV-96	401 ~ 416

Speed Dial

(There are two types of Speed Dial numbers)

System Speed Dial

· These numbers can be accessed by any handset.

Personal Speed Dial

· A maximum of 20 numbers can be stored in each handset:10 numbers = **DSS1 ~ DSS10**
10 numbers = **0 ~ 9**

System Speed Dial Programming (Console Only)

· Press **[FUNC]+[SPD]+[1].**
- Enter a 3-digit number **[100 ~ 699]** (depending on programming).
- Enter **[0]**+**[0]**.
- Enter telephone number.
- Press **[SAVE]** (if Name Speed Dialing enabled, enter name then press **[SAVE]**).
- Press **[SPK]** to end.

Personal Speed Dial Programming

· Press **[FUNC]+[SPD]** (enter **[2]** if console).
· Press DSS button **[DSS1 ~ DSS10]** or dial Speed Dial Number **[0 ~ 9]**.
· Enter telephone number.
· Press **[SAVE]** (if Name Speed Dialing enabled, enter name then press **[SAVE]**).
· Press **[SPK]** to end.

Accessing Stored Speed Dial Numbers

System Speed Dial Operation

· Press **[SPD]**.
· Select Speed Dial Code **[100 ~ 699]** (Code is dependent upon System Programming).

Personal Speed Dial Operation

· Press **[SPD]**.
· Select Speed Dial Code **[0]**+**[0 ~ 9]** or **[DSS1 ~**

DSS10] key (as programmed).

Name Speed Dialing (Console Only Operation)
(Refer to System Administrator's Manual)

- Handset on Hook.
- Press DSS button programmed for Name Speed Dial.
- Enter the first character of the name.
- Press **[DSS1]** to confirm entry.
- Press **[DSS1]** to search backwards, press **[DSS2]** to search forward.
- When the desired name is selected, press **[SPK]** to run Name SPD function.

Station Operation Help List

(Display Phones Only)

- Press **[FUNC]+[0].**

Note: Pressing **[0]** when Station Operation Function name is displayed will operate the same as Station Operation Function.

Transfer

Direct Transfer

- Press **[HOLD].**
- Dial extension number.
- Press **[TRF/FL]** button.

Indirect Transfer

- Press **[HOLD]**
- Dial extension number and make sure the called party answered.
- Press **[TRF/FL]** button.

Auto Transfer

- Press **[PAGE]**
- Announce the Called Party and make sure the called party answered.
- Press **[TRF/FL]** button.

Volume/Frequency Control **(Static Control)**

- Press **[FUNC]+[8]+[*Code]**.
- Use indicators on **[VOL]** ▼▲ button to adjust volume level/select ringing frequency.
- Press **[SAVE]**.

Codes:

1 = Ringing Volume Level Selection (1 ~ 8 levels)
2 = Speaker Volume Level Selection (1 ~ 8 levels)
3 = Handset Volume Level Selection (1 ~ 8 levels)
4 = Ringing Frequency Selection (1 ~ 9 levels)

Volume/Frequency Control (Dynamic Control)

Ringing Volume Level · During Ringing, press ▲▼ indicators on **[VOL]** button to adjust Volume level

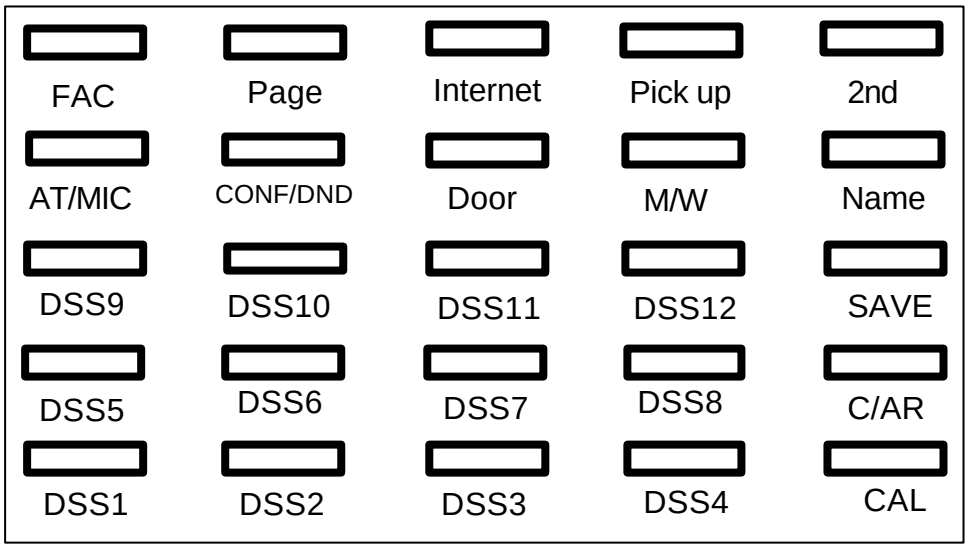
Speaker Volume Level · During hearing audio from speaker, press ▲▼ indicators on **[VOL]** button to adjust Volume level.

Handset Volume Level · During hearing audio from Handset, press ▲▼ indicators on **[VOL]** button to adjust Volume level.

DSS Button Layout

(DSS For Programming Function)

For DKP50 Series Key Phones



For DKP30 Series Key Phones